

Intact

CHAPTER 2

BILLING PROCEDURES

A. BILLING POLICIES

DoD 7420.13-R (reference (f)), DoD Directive 7220.9 (reference (9)), and DoD Instruction 7420.12 (reference (h)) provide the DoD policies governing procedures in this chapter.

B. CRITERIA FOR BILLING

1. Shipments from Stock. Billings will be effected on the basis of drop from inventory, provided that notification of warehouse refusal or other advice of **nonavailability** has not been received by the inventory control point within seven calendar days of drop from inventory. Exceptions are as follows:

a. Billings for foreign military sales and military assistance program shipments will be effected upon constructive delivery.

b. Billings for bulk POL shipments under mode/method codes 2, 8, W, and Z will be effected upon receipt notification provided that such notification has been received by the billing office within 15 days of the date of delivery; otherwise, billing will be effected" upon notice of shipment or issue.

c. Billings for perishable subsistence chill and freeze items will be effected upon drop from inventory. Billings for fresh fruits and vegetables will be effected upon receipt of an issue transaction from a Defense Subsistence Office.

d. MAP sales requisitioned under authority of Section 506 of the Foreign Assistance Act (FM S/MAP requisition record position 35, FM S/MAP Type of Assistance Code, is "C") may not be billed until funds are appropriated. The determination to use Section 506 does not provide obligation or disbursing authority. Section 506 permits the drawdown of existing DoD stocks subject to an appropriation to be made at a later date to effect reimbursement to the Defense accounts. Should Congress fail to appropriate funds for this purpose, the Defense account must absorb these costs. Section 506 drawdowns of GSA or other non-Do D stocks are not authorized.

2. Direct Deliveries of Materiel from Contractors. **When** an inventory manager is out of stock, does not carry an item, or otherwise requests direct delivery of materiel from a vendor, the billing will be effected upon notification of receipt of materiel by the customer or notification of shipment by the vendor. However, issues by mode/method codes 2, 8, W, and Z will be billed based upon the issue transaction if the notification is not received by the inventory manager within 15 days of the date of issue.

C. PREPARATION OF BILLS

1. General. Bills will be prepared within 30 days of the criteria provided in section B and will identify each shipment or delivery.

2. Method of Billing

a. Billings to DoD offices will be under interfund procedures except as provided below.

b. Billing will be under noninterfund procedures when:

(1) the bill-to office is **non-DoD** (bill-to service code is numeric, G, or Z),

(2) the bill-to office is a DoD contractor (bill-to service code is C, E, L, Q, or U),

(3) the bill-to office is DoD (bill-to service code is alpha other than C, E, G, L, Q, U, or Z) and the fund code requires noninterfund billing, and

(4) the bill-to office is an other DoD Component (**bill-**to service code is H) and the fund code is not listed in the other Defense Agencies ("A") appendix of the supplement.

3. Determining Billed Offices

a. Billed offices will be assigned in accordance with the signal code cited on the requisition, report of excess, etc. When the signal code is C or L, the billed office is assigned by converting both positional of the fund code to a billed **DODAAC**. The B series appendices of the supplement (reference (b)) provide appendices to be used, in conjunction with the Service or Agency code of the requisitioning DODAAC, to convert fund codes to billed **DODAACs**.

b. Whenever the coding or other information provided on a requisition, report of excess, or similar document does not designate a billed office **DoDAAC** or designates a **DODAAC** not currently published in the **DODAAD** (reference (e)), the requisitioning, excess reporting, or activity submitting the document will be designated as the billed office. For IL requisitions, the requisitioning control office (**Army/W25P02**, **Navy/N65916**, and **Air Force/FA2303**) will be assigned as the billed office.

¹**Billing** offices for **DLA** and **GSA** have **until** 1 Nov 89 to implement this provision. If billed **DoDAACS** are assigned based on only the first position, billed offices must follow Billing Advice Code 13 procedures if an incorrect billed **DoDAAC** is assigned.

²**Billing** offices have until 1 Nov 89 to implement this provision.

c. The mailing address for **noninterfund** bills will be the clear **text** address prescribed for billing (TAC 3, if assigned; otherwise, TAC 1) in the **DoDAAD** and the routing for interfund bills will be based on the same criterion.

4. Nonreimbursable Bills

a. Except for the provisions of subparagraph c. below, materiel issued under non reimbursable procedures will be reported to the billed office using the **DI** Code FE_ series format.

b. DoD 7220. 9-M (reference (i)) provides that if the amount of billings for any one customer is less than \$100 at the end of a fiscal year quarter the billing may be waived. Working capital funds and the Corps of Engineers civil works funds must not waive reimbursement of any amount.

c. GSA sometimes, at its discretion, processes requisitions of \$1 or less without billing. Therefore, any DoD Component having such items **unbil**led 60 days after receipt of materiel may assume that they will not be billed and cancel the obligation accordingly.

5. Inter fund Bills

a. All inter fund bills will be forwarded, via AU TO DIN, to **DAASO** for editing and routing to the offices billed. **Bills will** be transmitted to DAASO (route-to COMM RI of "RUE **EOZZA**" and content indicator code of "IF **FBB**") no later than the fifth working day of the month following the month in which the related inter fund report is forwarded to the finance center.

b. Separate detail billing records, selected from the "B" series appendices, will be prepared for each shipment or delivery supporting the summary billing record.

c. With the exception of FMS3 requisitions, the A series appendices of the supplement (reference (b)) provides appendices to be used, in conjunction with the Service/Agency code of the billed DoDAAC, to convert fund codes to appropriations. When a requisition cites an invalid fund code but is identified as **FMS-funded**, the FMS trust account will be charged. In addition, the FMS country code will be entered in the summary billing record of all FMS bills.

d. A separate inter fund bill will be prepared for billings applicable to a **given** billed office for each appropriation and fund code within **appropriation** or when the sum of the detail **billing** records equals or exceeds 10 million dollars. A summary **billing** record may not summarize more than 494 detail billing records.

³See definitions and terms.

6. Noninterfund Bills

a. SF 1080, Voucher for Transfers between Appropriations and/or Funds, (figure 2-1) or other form approved by Treasury, such as GSA Form 789, Statement, Voucher and Schedule of Withdrawals and Credits (figure 2-3), will be used as the billing document for **non-interfund** bills. A computerized version (figure 2-2.) of the SF 1080-EDP, is also available.

b. An original and two copies of the **noninterfund** billing will be provided to the office billed. If an identification or bill number is used, only an original and one copy **will** be sent.

c. **Noninterfund** billings will be supported by the following minimum information: document order number, article or services, delivery date, quantity, and **price**. The first two items of information will usually be satisfied by the requisition document number and national stock number. The delivery date is the same as the day of year prescribed for the detail billing record appropriate for the issue. Billing offices need not provide EAM cards in the format prescribed in the B series appendices.

d. The procedures described in this section are based upon procedures prescribed by the Department of Treasury in chapter 2500 of the Treasury Financial Manual (reference (j)).

D. RETAIL LOSS ALLOWANCE

DoD 7420.13-R (reference (f)) requires the DLA Defense Stock Fund and other wholesale stock **funds** to grant "a discount for retail **losses** to retail stock funds based upon net issues after authorized credits or offsets have been applied. **These** discounts are to provide funds for losses experienced at **the** retail stock fund level. **Retail** loss discounts shall not be granted for sales to commissaries and customers of retail or installation level stock fund **activities**. The discount will be included in standard prices as an additional surcharge element. The discount or allowance will be supported by a billing record in the **DI** Code FL_ series format.

E. INTO-PLANE FUEL SALES

1. These procedures apply to DoD into-plane issues (sales) of fuels to DoD aircraft except when other billing procedures are specified by the terms of an inter-Service support agreement.

2. Reimbursable issues (sales) of fuel into DoD planes by DoD activities will **be** billed at the standard price in effect at the time of issue.

3. Contractor into-plane fuel issue will be **billed** at the **standard** price applicable to each such issue.

<div>Standard Form 102D Revised April 1982 Department of the Treasury TFRM 2-2500 060-109-06</div> <div>VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS</div>		VOUCHER NO.				
		SCHEDULE NO.				
Department, establishment, bureau, or office receiving funds DoD Component X		BILL NO. 2345				
		PAID BY				
Department, establishment, bureau, or office charged DoD Component Y (H12345) • 899 S. Mason Alexandria, Va 22334						
ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUANTITY	UNIT COST	CE PER	AMOUNT DOLLARS AND CENTS
		See attached schedule)				
					TOTAL	\$ 768 75
Remittance in payment hereof should be made to: DoD Component X Attn: Central Cashier 123 4th St SW Washington, DC 20506						
ACCOUNTING CLASSIFICATION—Office Receiving Funds						
9750100.4321						
<div>CERTIFICATE OF OFFICE CHARGED</div> <div>I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.</div> <div>(Date)</div> <div>(Authorized administrative or certifying officer)</div> <div>(Title)</div>						
ACCOUNTING CLASSIFICATION—Office Charged						
Paid by Check No.						

NSN 7540-00-634-4230

Previous Editions Are Usable

Figure 2-1. Sample SF 1080

2-5

CH 4
DoD 4000.25-7-M

SF 1080-EDP

VOUCHER FOR TRANSFERS
BETWEEN APPROPRIATIONS AND/OR FUNDS

VOUCHER NO.

DEPT., ESTABLISHMENT, BUREAU, OR OFFICE RECEIVING FUNDS

DEFENSE INDUSTRIAL SUPPLY CENTER
700 ROBBINS AVENUE
PHILADELPHIA, PA. 19111-5096

BILL NO.
8J154

DEPT., ESTABLISHMENT, BUREAU, OR OFFICE CHARGED

PAID BY

363203 30

VETERANS ADMIN '512
GOVERNMENT ACCOUNTS SECTION
PO BOX 2976
AUSTIN TX 78769

BILL DATE
24 AUG 87

ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES	QUAN- TITY	UNIT PRICE COST PER	AMOUNT DOLLARS/CENTS
(SEE ATTACHED LISTING)					
GROSS MATERIAL AMOUNT					1,038.52
ACCESSORIAL COSTS					36.35
TOTAL					1,074.87

REMITTANCE IN PAYMENT HEREOF SHOULD BE SENT TO-

DEFENSE INDUSTRIAL SUPPLY CENTER
700 ROBBINS AVENUE
PHILADELPHIA, PA. 19111-5096

(MAKE CHECKS PAYABLE TO Accounting AND FINANCE OFFICER)

ACCOUNTING CLASSIFICATION - OFFICE RECEIVING FUNDS			
97X4961.5105	01	C815	s36054
9770100.5105	99	C815	P330 S36054 FDP

1,038.52
36.35

CERTIFICATE OF OFFICE CHARGED

I CERTIFY THAT THE ABOVE ARTICLES WERE RECEIVED AND ACCEPTED OR THE SERVICE PERFORMED AS STATED AND SHOULD BE CHARGED TO THE APPROPRIATION (S) AND/OR FUND(S) AS INDICATED BELOW; OR THAT THE ADVANCE PAYMENT REQUESTED IS APPROVED AND SHOULD BE PAID AS INDICATED.

(AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER)

(DATE)

(TITLE)

ACCOUNTING CLASSIFICATION - OFFICE CHARGED

PAID BY CHECK NO.

Figure 2-2. Sample SF 108 0-EDP

GSA FORM 789

GENERAL SERVICES ADMINISTRATION
STATEMENT, VOUCHER AND SCHEDULE OF WITHDRAWALS AND CREDITS

CHARGE AND CREDIT WILL BE REPORTED ON CUSTOMER AGENCY
STATEMENT OF TRANSACTIONS FOR ACCOUNTING PERIOD ENDING

BILLING DATE
08/31/86

CUSTOMER AGENCY

CUSTOMER AGENCY VOUCHER NO.

AGENCY LOCATION CODE (ALC)

BILLED OFFICE CODE H26J1R AGENCY BUREAU 2100

DEPARTMENT# USAQTEA
ADDRESS # ROOM 408
5600 COLUMBIA PIKE
FALLS CHURCH VA 22041

BILLING AGENCY

BILLING AGENCY VOUCHER NO. E0615924

AGENCY LOCATION CODE *7-00-0016

DEPARTMENT# GENERAL SERVICES ADMINISTRATION
ADDRESS # REGION -6 RECEIVABLE
P.O. BOX 73221
CHICAGO, IL. 60673

APPROPRIATION OR FUND	SUMMARY	AMOUNT	AMOUNT
			42.00
	TOTAL		42.00

DETAILS OF CHARGES OR REFERENCE TO ATTACHED SUPPORTING DOCUMENTS

SEE ATTACHED GSA FORM
SINGLE LINE ITEM BILLING REGISTER. F. SUPPLIES PURCHASES

PROCESSING OFFICE CONTACT#
PROCESSED BY

TELEPHONE NO.

BILLING AGENCY CONTACT# PREPARED BY ACCOUNTS
RECEIVABLE BRANCH TELEPHONE NO. 816-926-7037

CERTIFICATION OF CUSTOMER OFFICE

I CERTIFY THAT THE ITEMS LISTED HEREIN ARE CORRECT AND PROPER FOR PAYMENT FROM AND TO THE
APPROPRIATION(S) DESIGNATED.

DATE

TELEPHONE NO.

AUTHORIZED ADMINISTRATIVE OR CERTIFYING OFFICER

END OF BILL NUMBER E0615924 DATED 08/31/86

Figure 2-3. Sample GSA Form 789

4. Billing offices for stock funds will grant credit for DoD aircraft de fueling based on supply de fueling slips at stock fund prices.

5. Credits will **be** given for contractor into-plane **defueling** of DoD aircraft based on a de fueling slip at the standard price given for each de fueling.

6. Into-plane fuel billings will be in the **DI** Code FP format.

7. **Bills** for into-plane issues of aviation gasoline, or for aircraft de fuelings, which are not identifiable to a Service activity **will** be mailed, along with legible copies of the supporting DD Form 1898, AV Fuels Into-Plane Sales Slip, to the applicable control point identified below:

- a. Army (all Army Service/Agency codes):

Commander
U.S. Army Finance and Accounting Center
ATTN: FINCO-C
Indianapolis, IN 46249-0001

- b. Navy and Marine Corps

- (1) For bill-to Service/Agency Code R:

Commanding Officer
Fleet Accounting and Disbursing Center
U.S. Pacific Fleet
937 North Harbor Drive
San Diego, CA 92101-5801

- (2) For bill-to Service/Agency Code V:

Commanding Officer
Fleet Accounting and Disbursing Center,
U.S. Atlantic Fleet
Bldg. 132, Naval Station
Norfolk, VA 23593-5000

- (3) For other Navy or Marine bill-to Service/Agency

codes:

Commander
Navy Accounting and Finance Center
Code **NAFC-521**
Washington, DC 20376-5001

- c. Air Force (all Air Force **Service/Agency** codes):

AFAFC/TCRC
Denver, CO 80279-5000

F. AUTOMOTIVE VEHICLES

GSA is authorized to use the interfund billing system to bill DoD activities for automotive vehicles purchased under a category one (reimbursable) **MIPR**. DoD activities submitting **MIPRs** must do so in accordance with paragraph 8.7008 of the DoD Supplement to the Federal Acquisition Regulation (reference (k)) **which** requires activities to provide **MILSTRIP** requisition data for each line item which is to be delivered to each ship-to address. For purposes of identifying and validating charges, GSA will support interfund billings for automotive vehicles with a GSA Format 952, Single Line Item Billing Register. The format (figure 2-4) will show, in addition to the information shown on the billing record, the last five digits of the MIPR number under the columns headed "**DIST CD** PROJ CD."

G. OPTIONAL BILLING PROCEDURE FOR FRESH FRUITS AND VEGETABLES

1. DoD Components and participating Agencies may elect to have **DLA's** Defense Personnel Support Center summarize billings for **FF&V**. The option is available on a DoD Component or Agency wide basis **only**. Currently, only the Air Force has elected this billing option.

2. Under the **optional FF&V** billing procedure, DLA **will** summarize onto a single billing line all **FF&V** issues to a Service or Agency. The billings will be summarized by requisition month and fiscal year. These summarized billings will be prepared in the **DI** Code FV1 or FV2 format and will be forwarded to a predesignated central office in that Service or Agency. DLA will provide microfiche copies of the supporting detail billing records when requested.

H. BILLING FOR ACCESSORIAL AND ADMINISTRATIVE COSTS

1. Method of Billing

a. Accessorial and administrative costs may be billed via interfund or noninterfund. However, to the extent practicable, billing will be accomplished in the same manner as the materiel.

b. When billed via interfund, accessorial and administrative costs billings will follow the procedures and formats prescribed for the charge.

2. DoD Shipments. DoD Instruction 7510.4, (reference (l)) provides the DoD **policy** for billing accessorial and administrative costs.

3* GSA Shipments. GSA will assess accessorial and administrative costs on shipments to DoD as indicated in this section.

GSA FUND 952										GENERAL SERVICES ADMINISTRATION REGIONAL OFFICE OF ADMINISTRATION										BILLED OFFICE ADDRESS CODE , HE 1287 AGENCY/BUREAU: 9700										BILL NO: 0Y955 DATE : 11/18/84 PAGE NO: 1										NEW YORK, N.Y.									
DODDS GERMANY SOC ACCOUNTING AND FINANCE OFFICE DEFENSE GENERAL SUPPLY CENTER RICHMOND VA 23297										SINGLE LINE ITEM BILLING REGISTER																																							
00C RTG C STOCK OR PART UN										SUPPL SIG FND M ADJ BILL OEL										UNIT SELL DIST PRO STR GSA DOC																													
ID	ID	C	NUMBER	ISS	QUANT	DOCUMENT	NUMBER/SUF	AOOR	CO	CD	S	ALL	NO	DTE	EXTENDED	VAL	P	RIC	E	CD	C	O	SCH	NUMBER	R																								
DIRECT DELIVERY - AUTOMATED - NON-STORES																																																	
FC1	CNO		7530 -et-078- 1945	BX	40	HE1287 4192	0002	HE2477	J	X	P			0Y955	206	184.40		4.61								EM26861N																							
FC1	GNO		7s30-01-078- 1945	BX	6	HE1287 422s	0001	HE4436	J	X	P			0Y955	241	27.66		4.61								EM91711N																							
FM1	GNO		EXP SURCHG 08X X		212.06	HE1287					X?			0Y955		16.96																																	
FS1			TOTAL FUND CODE XP								XP			0Y955		229.02										3 LINE ITEMS																							
TOTAL OIL LING															229.02 . *																																		

Figure 2-4. Sample GSA Format 952

a. Transportation

(1) Except as outlined in paragraph (2) below, GSA will pay transportation charges on stock items to:

(a) Consignees in the CONUS, and, where scheduled, surface commercial transportation services are available in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the southeast peninsula of Alaska, central Alaska (rail belt), and Kodiak Island.

(b) A U.S. port of embarkation for overseas destinations not included in (1) above.

(2) GSA will not pay transportation charges for shipments of Special Order Program (nonstick) items. GSA will, however, prepay and bill the agency, as a separate item, for:

(a) Transportation charges to a CONUS destination or a U.S. Port of Embarkation on items purchased F. O.B. origin; and

(b) Transportation charges from a CONUS destination or a U.S. Port of Embarkation to consignees in Hawaii, the Commonwealth of Puerto Rico, the Virgin Islands, the Southeast Peninsula of Alaska, Central Alaska (rail belt), and Kodiak Island.

b. Export Services

(1) A surcharge will be assessed at the rate of six percent of the value of the material ordered and shipped to customers overseas from GSA wholesale distribution centers and vendors.

(2) The export services performed on shipments for customers overseas may vary by customer location, commodity, mode of shipment, and other criteria and include: monitoring and expediting delivery to meet required delivery date; **overpacking** and documenting dangerous/hazardous shipments; challenging air eligible shipments; unitizing, consolidating, and palletizing cargo, arranging for seawans to source load cargo and document shipments for delivery to ports of embarkation; among others.

(3) Annually, GSA will review actual costs to perform export services and, as appropriate, propose changes in the above rate for use throughout each fiscal year. The ASD(C) will be advised sufficiently in advance for appropriate program and budget planning.

(4) The surcharge for export services will not always be assigned the same bill number as the related material.

c. Fund Code Charged. GSA billings for accessorial costs incurred for supply items requisitioned by DoD activities will reflect the following fund codes (t denotes the FY within decade of the billing date):

<u>DoD Components</u>	<u>Assign Fund Code</u>
Army	†1 when the fund code in the related materiel billing designates account 21X4991 or 97X8242 ; otherwise, perpetuate the fund code from the materiel billing. '
Navy	"XT" .
Others	cited on the requisition.

1. BILLING FOR PROGRESS AND ADVANCE PAYMENTS

1. Progress Billings

a. Progress payments may be billed via interfund whenever the order received from the customer specifies that progress billings via interfund are authorized. Interfund billings for progress payments will use **DI** Code **FU1/2**. Documentation of the agreement by the customer to allow progress billing via interfund may be used in lieu of a specific provision on each order.

b. Billings made for progress payments **will** be based upon documentary evidence of satisfactory performance and will not exceed the amount of the customer order.

c. The billing office **will** offset bills for deliveries against all outstanding progress billings related to those deliveries. Billing records will be reported for both the full value of the shipment (i. e., **DI** Code **FA1**) and the amount of the progress billing being liquidated. The billing method elected for the progress payment will also be the method used to bill for the delivery.

d. Although multiple progress bills may have been submitted against an order, a single recoupment billing record may be reported for the total amount of the progress billings.

2. Advance Billings

a. Advance billings may not be billed via inter fund. When authorized, advance funding will be satisfied via noninterfund and by the use of appropriation level, rather than project or order level , advances.

b. Advances received must be returned or applied to accounts receivable before the end of the fiscal year.

J. CORRECTION OF ERRONEOUS BILLINGS

1. Billing Forwarded to Customer. When a billing office finds it has issued a **bill** containing one or more billing lines requiring correction in some way, it will reverse the erroneous charges or

credits - and only such charges or credits - irrespective of dollar amount and include corrected charges or credits in a subsequent **bill**. The corrections will be processed as soon as it is practical and will not await customer requests for adjustments.

2. Billing Not Forwarded to Customer. When a billing office has determined, or has been **informed**, that an inter fund bill was rejected by DAASO and not forwarded to the billed office under other distribution procedures, and the billing was reported to a particular Service or Agency Central Accounts Office (**CAO**) and charged to that Service's funds, the billing office will process a reversal of the erroneous billing transmitted to the CAO. The reversal billing Summary Billing Record (**SBR**) will reflect the exact same information as the original billing and will not include any additional charges or credits. In all cases, the third position of the reversal SBR will be a "2" if the original billing contained a "1", and vice versa. Further, an information indicator code of "R" will be inserted in record position 39 to indicate that this is a reversal. Corrections will be processed as soon as practical (i.e., next interfund report) and will not await customer requests for adjustments.

K. CANCELLATIONS

When an ICP determines **that** a requisition (and related shipments) has been cancelled, any billings which were generated for that requisition will be reversed in the first available billing cycle. When the cancellation involves diverting materiel back to stock, the billing will be reversed upon receipt of the materiel. Any charges related to the cancellation, such as contract termination costs, will be billed by noninterfund procedures.

L. RETENTION OF BILLING RECORDS

1. Records supporting MAP or FMS billings will be maintained for two years and others for one year after the billing month.

2. Adjustment processing activities will retain the necessary records for whatever time period required to enable them to process adjustments when the request or discrepancy report leading to the adjustment is received within allowable timeframes.

M. ROUTING AND RETENTION OF INTERFUND BILLS BY THE DAASO

1. All sellers must forward their interfund bills to DAASO for routing to the billed office.

2. Interfund billings to be routed by DAASO must be transmitted to DAASO with a Content Indicator Code of "**IFBB.**" The DAASO "Route to" COMM RI code must be "**RUEOZZA.**" Billing offices will not forward copies of bills to DAASO for routing if the office to receive the copy differs from the **actual** billed office.

3. An interfund bill message may consist of a summary billing record (DI Code FS) and one or more detail billing records but shall not contain **more** than 495 records (DI Codes FS_, FL_, FA_, etc.) on the message. With the header and trailer **records, messages** will consist of no more than 497 records.

4. DAASO will edit each interfund bill to ensure that:

a. The record count shown in pos. 5-7 of the summary billing record equals the actual count of the supporting billing records.

b. The bill-to address shown in pos. 30-35 of the summary billing record is a valid DoDAAC.

c. The amount shown in pos. 65-73 of the summary billing record equals the sum of the amounts shown in pos. 65-73 of the supporting billing records.

5. DAASO will reject inter fund **bills** which **fail** any of the edits. Rejected inter fund bills will be returned to the originating communications center with a narrative description indicating the reason for rejection. Billing offices must correct the rejected bills and resubmit them to DAASO. If the billing was included on the billing office's inter fund report and the billing will not be forwarded to the billed office, the erroneous billing must be corrected (see section J).

6. Upon successful completion of the edits, DAASO will route inter fund bills by an appropriate means (A UT ODIN, mail, message, etc.) **to** the billed office. A narrative header record "For Accounting and Finance Officer" will be included with each inter fund bill.

7. The **DAASO** will retain in their files, non-FMS inter fund bills routed by them for one year and FMS inter fund bills for two years. Chapter 4 prescribes procedures for obtaining copies from DAASO.

N. DAAS EDIT OF OTHER DoD COMPONENT FUND CODES

1. The DAAS will edit Service Code "H" requisitions from other DoD Components to ensure that inter fund procedures are appropriate. Other DoD Component requisitions for which inter fund billing is appropriate are those in which the requisitioning Do DAAC is listed in appendix D of the Fund Code Supplement (reference (b)). The DAASO will ensure, by changing if necessary, that the fund code cited on other DoD Components requisitions processed through the DAASO is "XP" when the requisitioning Do DAAC is not listed in the appendix.

2. Other DoD Components may add (allow for interfund billing when the fund code cited on the requisition is not "XP") or delete a listed DoDAAC(**ensure non inter fund billing**) by forwarding a letter or message to the DAASO (see chapter 1, section F for the address).